

TITLE: Police Captain

Page 1

DEPARTMENT: PoliceREPORTS TO: Police ChiefSUPERVISES: Lieutenant, Sergeant, Police Officer, Senior SecretaryDEFINITION

Plans, organizes, and manages a law enforcement division or section of the Police Department. Assists the Police Chief in department administration and operations.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages operations or administrative sections in the department to achieve goals within budgeted funds and available personnel; reviews progress and makes changes in priorities and schedules as needed.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides training and motivation to make full use of individual capabilities.

Establishes and enforces policies, procedures, and performance standards to assure effective operations or administrative activities in compliance with City guidelines, goals, and objectives and state and local laws.

Prepares the section or division budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Coordinates administrative activities and emergency responses with other law enforcement or emergency agencies. Coordinates activities with other City departments.

Reviews officer reports and work methods; evaluates case handling and results; develops and implements corrective measures as needed. Investigates cases of alleged misconduct; responds to citizen complaints.

Plans and develops goals and standards for assigned department projects and coordinates their implementation.

Plans and coordinates large investigations; checks progress of current investigations; provides assistance on complex or sensitive cases.

Reviews office reports and work methods; evaluates case handling and results; develops and implements corrective measures.

Provides advice and assistance to assigned personnel; interprets rules, regulations, laws, codes, and ordinances. Assures appropriate training for police personnel.

Responds to the scene of major or highly sensitive incidents and assumes command or assists the person in command; coordinates emergencies in the field.

Represents the department at various meetings; makes presentations before civic and student groups.

#### OTHER JOB FUNCTIONS

Coordinates the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.

Acts as Chief of Police in his or her absence.

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in an office environment but when in the field the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employees risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia. Physical exertion is required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs. May experience disruption in sleep patterns as a result of rotating shift work.

#### QUALIFICATIONS:

##### Knowledge of:

- Practices, principles and procedures of police administration, criminal investigation.
- Safety regulations and procedures and practices in law enforcement.
- City, state, and federal laws and regulations pertaining to police service.
- Fiscal management including budget preparation, expenditure control and record keeping.
- Management and supervisory principles, practices and methods.

Ability to:

- Plan, organize and oversee assigned work programs including monitoring work schedules and evaluating the work of subordinates.
- Develop division or section goals and objectives.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with managers, supervisors, and employees.
- Communicate effectively, both orally and in writing, regarding complex or sensitive issues.
- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Perform effectively in emergency and stressful situations.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in criminology, police science, or related degree and seven years progressively responsible experience in a law enforcement agency.

Licenses, Certificates, and Other Requirements

Valid driver's license

Board on Police Standards and Training Management Certificate

Approved: 7/1/92

Revised:

Union Code: NR

FLSA Status: EX